

PLATTEVILLE PUBLIC LIBRARY FOUNDATION

Position Description:

The purpose of the Library Foundation (Foundation) is to solicit and receive gifts, bequests, grants, and property of any kind for the benefit of the Platteville Public Library (the Library) to enhance projects and activities outside the Library's regular operating budget. The Foundation's Board of Directors (also called members) serve three-year terms. At this time, meetings are held on the 1st Tuesday of every month at 5:00 P.M. at the Library.

Duties and Responsibilities of Foundation Trustees

- ❖ To solicit and receive gifts, bequests, grants and property
- ❖ To enhance projects for the benefit of the Library
- ❖ To oversee the establishment of an Endowment Fund
- ❖ To set investment goals and policies
- ❖ To set funding goals
- ❖ To organize fund raising events
- ❖ To advocate for the library
- ❖ To make a financial pledge of any amount to the Foundation

Prospective Foundation members/trustees should be aware of the following criteria that will be used by current members to evaluate candidates for vacant positions. A Foundation trustee must:

1. Commit the time necessary to carry out the duties of a member. This includes a commitment to learning about public library issues, to attend Foundation meetings, to serve on a subcommittee(s), and to carry out Foundation assignments.
2. Be genuinely interested in public libraries and understand their importance in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community, its social and cultural needs, and be willing to communicate these needs to the Foundation.
4. Be able to collaborate with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and to effectively implement the plans.
7. Be able to support intellectual freedom and equal access.
8. Have personal experience in one of the following areas: a) education, b) grant writing, c) architecture/construction, d) accounting/finance, e) technology, f) law/government, g) humanities, h) fund raising, or i) special interest groups, such as seniors, teens, non-English speaking populations, families, and college students.

PLATTEVILLE PUBLIC LIBRARY
FOUNDATION

BOARD OF DIRECTORS APPLICATION

Name: _____ Phone: _____

Occupation: _____ Business phone: _____

Mailing Address: _____ City: _____

Street Address (if different than above): _____

Email: _____

_____ Resident of Grant County

_____ Resident of Platteville (Inside City Limits)

_____ Live outside Grant County, but work or go to school in Grant County.

Affiliations/Clubs: _____

Previous Board Experience? _____

Charitable or community activities in which you have been involved: _____

Could you regularly attend Foundation meetings? _____yes _____no

How many hours per month, in addition to Foundation meetings, could you serve the library? _____

Please, write a brief statement explaining your understanding of the Platteville Public Library's purpose.

What skills and experiences would qualify you to serve on the Library Foundation?

Briefly explain why you would like to serve:

Submit completed application to the Director of the Platteville Public Library, 65 S. Elm St., Platteville, WI 53818 or via email to foundation@plattevillepubliclibrary.org . Questions can be directed to Jessie Lee-Jones 608-348-7441x5.